



Guidelines for High School Service Hours

In order to promote Godly leadership through service Cherokee Christian High School has implemented a service requirement of forty hours for graduation. Administration is responsible for managing and promoting the service program as well as maintaining the student records of service completed. In order for service to count towards the forty hour graduation requirement it must meet the following criteria:

1. The forty hours of service **must** be completed **prior** to the graduation date.
2. While the forty hours do not have to be completed until graduation it is highly recommended that each student fulfill an average of ten hours per school year. Service requirements may be completed at any time prior to graduation.
3. All service hours must be approved by Administration and **submitted within 4 months** of completion to be considered valid. It is recommended that service hours be approved before they are completed to alleviate any confusion about what will be approved **unless** they fall under guidelines below. ****Please refer to CCHS Handbook that stipulates at least ¼ of the hours served must be in a school related activity for the class of 2016 and prior. Effective with the class of 2017, ½ of the hours served must be in a school related activity.**
4. The following is a list of possible services. The student is free to choose from the list or use any other ideas he may have with approval of the administration.
 - tutoring other students
 - serving at school functions including the banquets or helping Booster club with sports events, helping a teacher during the summer, etc.
 - ushering or other service at church i.e. Sunday school, nursery duty, etc.
 - helping with a church's VBS
 - assisting local right to life groups-*not just participating in "Right to Life" march!*
 - summer mission trips- cannot exceed 8 hours per day & does not include your travel time!
 - visiting convalescent homes
 - organizing food drive for homeless shelter
 - volunteering for Special Olympics
 - church workdays
5. Proper documentation of the service project must be filled out and turned into the Academic Guidance office in order to receive credit. **This form must be filled out by the student in order to be accepted and recorded!** Appropriate signatures are required to verify service completed (i.e. administration official for school service, deacon or supervisor at church, etc.)

Service Verification

This form must be filled out by the student in order to be accepted and recorded!

Student Name _____ Grade _____

Date(s) of service _____

Hours of service rendered _____

Name of organization served _____

Please describe the service rendered in a few sentences: _____

I certify that the information above is correct:

Printed name of supervisor _____

Signature of supervisor: _____

Student signature: _____

Reason for non-approval

<input type="radio"/> Late submission- more than 4 months passed	<input type="radio"/> Hours do not match activity described
<input type="radio"/> Failure to provide signatures	<input type="radio"/> Hours pre-date HS admission-must occur after graduation from 8 th grade.
<input type="radio"/> Form not filled out by student	<input type="radio"/> Activity does not meet standard

For office use only:

date received: / /

Recorded / / Approved _____

Revised 06/03/13